Sponsoring GRANTING FOREIGN NATIONALS AND FOREIGN **Civil Servant** REPRESENTATIVES COMPUTER ACCOUNTS **START** LMS-CP-5518 Objective: Revision: E-1 -to ensure that all foreign nationals and foreign representatives are restricted Determine if the from gaining unlawful access to information that is sensitive or export controlled foreign national or to systems that might contain such information (FN) or foreign representative (FR) is eligible for Approval _original signed on file 4/17/08 Associate Director Date computer access (see Note 1) **General Information** The following record is generated by this procedure and are maintained in accordance with CID 1440.7: Eligible? -Information Protection Plan -CITSM Memo to FN/FR Sponsor Organizational Line Management Yes and Computer Security Official Prepare an **Center Information** Information **Technology Security** Protection Plan Security and Manager (CITSM) Review the IPP (IPP) and send to **Program Protection** the line manager **Branch** for concurrence Send the IPP to (see Note 2) Security and Advise CITSM of the status the Program Protection national agency Branch and check investigation request an Approved? adjudication on the and any other Deny computer suitability for inquiries which access computer access. may have been No update the CITSM conducted **IPP Files END** Note 1 Deny computer A foreign national is any individual who is access Adjudication favorable and IPP not a US citizen. This includes permanent resident aliens. A foreign representative is any US citizen who represents a foreign Yes entity. **END** Request an account from the Send a memo to The foreign national or foreign appropriate line the individual representative must be either: manager(s) with a sponsoring the IPP -the employee of a NASA contractor copy of the IPP and advise of any -an international partner through a formal and the CITSM restrictions which agreement with NASA memo of approval may apply attached to each Foreign national personnel may not be request System Owner granted access to Langley computers without the concurrence of the Organizational Computer Security Official, Send a memo to CITSM, Langley CIO, and the Chief of the sponsoring Security. Contact the CITSM for guidance if Account individual and line the requester holds other than a status approved? manager denying listed above. access Yes No foreign national may be granted any computer account on a networked computer **END** Permit account if their NACI (National Agency Check with under IPP Inquiries) and IPP has not been approved. provisions Accounts created without an approved IPP will be terminated. ♥ **END**

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Verify correct revision before use by checking the LMS Web Site

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Note 2

A sample IPP template can be obtained at https://itsecurity.larc.nasa.gov/Foreign National Access To Computers At NASA Langley.htm.

The Center Information Technology Security Manager (CITSM) may request clarification or additional information based on the information provided.

In addition the following restrictions are placed on foreign national access to computers at LaRC:

- -Foreign national personnel shall not be given direct or indirect access to any system with sensitive, export control, limited exclusive rights, privacy, potentially patentable or proprietary data.
- -The export of file systems to computers utilized by foreign national personnel is prohibited.
- -Foreign national personnel shall not be given remote access to LaRC computers.
- -Desktop systems accessible by foreign national personnel shall not be permitted to access to other systems at the Center, without specific written authorization from the CITSM.

Be thorough in the description of the purpose and justification for computer access, including information on the specific systems to which the foreign visitor will require access. If information is not available, say so, and provide that information in a follow on memo to the CITSM as soon as possible.